

## EDGE Program Syllabus 2025



### Facilitator Information

#### Facilitator

Andrea Handy  
Jesus Avalos  
Michelle Elrod

#### Email

[amhandy@cpp.edu](mailto:amhandy@cpp.edu)  
[jfavalos@cpp.edu](mailto:jfavalos@cpp.edu)  
[mlelrod@cpp.edu](mailto:mlelrod@cpp.edu)

#### EDGE Program Contact

[amhandy@cpp.edu](mailto:amhandy@cpp.edu)

## Class Information

### Course Description

The CPP EDGE Leadership Development Program focuses on leadership development aimed towards organizational, professional, and personal growth. The methodology of the program uses a skill-based approach and will involve exercises, team collaboration, case studies, and knowledge sharing to develop leadership skills. Opportunities to gain experience and practice these essential skills will be available using in class activities, team exercises, self-study, and homework assignments. Crucial topics are woven throughout the cohort sessions and focused on skills such as problem solving, self-awareness, relationship building, facilitation, problem solving, psychological safety, and career development.

EDGE journeys consist of self-paced blended learning modules available through the FranklinCovey platform. Each EDGE Journey is comprised of crucial and relevant topics organizations are facing today including Leading with Trust EDGE, Personal Effectiveness Cutting EDGE, Mindful Leadership Essentials EDGE, and The Ultimate Employee Experience EDGE. One EDGE journey must be selected and completed. After completion of all requirements of the program, participants will be issued the EDGE journey badge selected during the application process. As part of the EDGE Leadership Program, participants are required to attend 10 Virtual Cohort Sessions. (Dates Below under Course Schedule)

### Learning Objectives

The learning objectives are designed to give insights into leadership theory and how it applies in real world situations.

Participants learning objectives:

- Develop effective interpersonal and strategic leadership skills with the ability to apply them in a variety of professional and personal settings.
- Learn and develop essential competencies to prepare EDGE members, and by extension their teams, to be active participants in CPP's future ready workforce.
- Effectively build meaningful relationships across campus by understanding the importance of empathy, crucial conversations and overcoming barriers to build trust.
- Increase understanding of individual leadership attributes and bring awareness to strengths and opportunities to encourage continuous improvement and leading with authenticity.

### Commitments

We are striving to become a learning community that is committed to expanding our understanding of leadership theories and practices together. The following is expected of the participants and facilitators throughout the program:

- Come to each class on time, ready to be engaged in the learning process, and fully prepared for class discussions and group interactions.
- Strive to work together professionally in a setting of courteousness and respect for one another.
- Create a psychologically safe space which will allow members and facilitators to share topic specific ideas, opinions, concerns, and experiences without judgement.
- Be open-minded to new ideas and information while considering other peoples' perspectives.

## **Course Materials**

### **Required Access**

- Access to FranklinCovey All Access Pass
- Access to Microsoft Teams
- Access to LinkedIn Learning
- Access to Canvas

Course materials will be found using the FranklinCovey, LinkedIn, and Canvas. You must self-register for FranklinCovey using the email that will be sent to you once you begin the program. To gain access to LinkedIn Learning, you must have a LinkedIn account and link your account to your CPP LinkedIn Learning account using the instructions provided to you. Canvas will support online learning and homework submissions.

## **Course Policies**

### **Attendance and Participation**

The participants will attend **(10)** cohort sessions, be on time to class and clear prior commitments to attend the sessions. One excused absence is allowed for the cohort sessions. Should you need to miss a class due to an emergency, unexpected obligation, or illness please send an email cc'ing your HERRA manager, confirming your absence to [amhandy@cpp.edu](mailto:amhandy@cpp.edu) as early as possible so that alternative arrangements can be made. Missing any additional sessions may result in your removal from the program.

The expected learning outcomes that will occur in this class can only take place if the participants are actively engaged and fully participating in class. Regular attendance and active participation will maximize the benefit you can gain from your experience in this program.

### **Feedback/Evaluation from Facilitator**

The facilitator will privately notify the participant if course policies and course requirements are not fulfilled satisfactorily. In return, participants are expected to make a concerted effort to explain any individual difficulties, abnormalities, and circumstances that may be contributing to the participants lack engagement.

In the event participants are not able to meet expected program participation and attendance requirements, facilitators will evaluate the contributing factors in consultation with the participant to determine whether it is in the participants best interest to remain in the program. If the result of ongoing evaluations, determine the participant continues to not meet requirements, despite supportive efforts by facilitators, the participant may be involuntarily removed from the program. A notice will be sent to the participant and their HERRA manager informing of the removal from the program for lack of participation or attendance.

### **Accommodations**

If you require ADA accommodations, submit your request to Manuel Montilla, ADA Coordinator [adacoordinator@cpp.edu](mailto:adacoordinator@cpp.edu) or (909) 869-4095.

### Homework

Homework assignments will be given after each of the sessions throughout the course. Homework will be assigned to you in Canvas and are subject to change, based on the needs of the cohort. The assignments will align to the learning outcomes and class topics to give you practice and the opportunity to implement what you have learned in the cohort sessions. Homework will be submitted through Canvas.

In the event, you miss a session make-up homework is due one week after the recording is posted. A make-up assignment will be assigned to you via Canvas.

### Late Assignment Policy

Unless other arrangements or dates have been provided, assignments are due by 5:00 p.m. two days prior to each session unless otherwise noted. Timely submission of assignments is crucial for your learning progress and participation in the program. If you are consistently late with your assignments, it may negatively affect your learning outcomes and overall success in the program.

Please note that consistent failure to submit assignments on time may lead to your removal from the program. However, you will be given an opportunity to address and rectify any issues before any final decision is made regarding your participation.

### Course Schedule

Participants are expected to attend **(10) Cohort Sessions**, **The Crucial Conversation Series**, and **(1) Instructor-led training: 7 Habits of Highly Effective People or Leading at the Speed of Trust**. If you would like to participate in both Instructor-led trainings, please let the Program Manager know.

The dates for all sessions are below. To access and register for your Instructor Led Training use MyCPP in CPP Learning.

Month	Topic	Date/Location	Time
March	Orientation	March 25, 2025 Zoom	10:00 AM – 12:00 PM
April	<b>Cohort Session 1:</b> DISC: Self Development and Awareness/ Communication 2-Hour Session Facilitator: Andy Handy	<b>April 8, 2025</b> SSB 121-W, 1965 (EODA Training Room)	10:00 AM – 12:00 PM
	<b>Cohort Session 2:</b> Emotional Intelligence and Wellbeing Facilitator: Jesus Avalos	<b>April 24, 2025</b> Zoom	10:30 AM – 12:00 PM
May	<b>Cohort Session 3:</b> Building Your Relationships and Network Facilitator: Andy Handy	<b>May 6, 2025</b> SSB 121-W, 1967-69	10:30 AM – 12:00 PM

	<b>Cohort Session 4:</b> Creative Problem Solving and the Employee Value Proposition Facilitator: Jesus Avalos	<b>May 22, 2025</b> Zoom	10:30 AM – 12:00 PM
<b>June</b>	<b>Instructor Led Option 1:</b> 7 Habits of Highly Effective People (Day 1)	<b>June 4, 2025</b> SSB 121-W, 1965	1:00 PM – 5:00 PM
	<b>Cohort Session 5:</b> Fearless Campus and Psychological Safety Facilitator: Jesus Avalos	<b>June 10, 2025</b> SSB 121-W, 1965	10:30 AM – 12:00 PM
	<b>Instructor Led Option 1:</b> 7 Habits of Highly Effective People (Day 2)	<b>June 11, 2025</b> SSB 121-W, 1965	1:00 PM – 5:00 PM
	<b>Instructor Led Option 1:</b> 7 Habits of Highly Effective People (Day 3)	<b>June 18, 2025</b> SSB 121-W, 1965	1:00 PM – 5:00 PM
	<b>Cohort Session 6:</b> Coaching and asking better questions Facilitator: Andy Handy	<b>June 26, 2025</b> Zoom	10:30 AM – 12:00 PM

<b>July</b>	<b>Crucial Conversations</b> (Day 1) Facilitator: Michelle Elrod	<b>July 15, 2025</b> SSB 121-W, 1965	9:00 AM – 12:00 PM
	<b>Crucial Conversations</b> (Day 2) Facilitator: Michelle Elrod	<b>July 17, 2025</b> Zoom	10:00 AM – 12:00 PM
	<b>Crucial Conversations</b> (Day 3) Facilitator: Michelle Elrod	<b>July 24, 2025</b> Zoom	10:00 AM – 12:00 PM
	<b>Crucial Conversations</b> (Day 4) Facilitator: Michelle Elrod	<b>July 29, 2025</b> SSB 121-W, 1965	9:00 AM – 12:00 PM

<b>August</b>	<b>Instructor Led Option 2:</b> Leading at the Speed of Trust (Day 1) Facilitator: Jesus Avalos	<b>August 6, 2025</b> SSB 121-W, 1965 (EODA Training Room)	1:00 PM – 5:00 PM
	<b>Cohort Session 7:</b> Program Review and Practice Session Facilitator: Andy Handy	August 5, 2025 SSB 121-W, 1965	10:30 AM – 12:00 PM

	<b>Instructor Led Option 2:</b> Leading at the Speed of Trust (Day 2) Facilitator: Jesus Avalos	<b>August 13, 2025</b> SSB 121-W, 1965 (EODA Training Room)	1:00 PM – 5 PM
	<b>Instructor Led Option 2:</b> Leading at the Speed of Trust (Day 3) Facilitator: Jesus Avalos	<b>August 20, 2025</b> SSB 121-W, 1965 (EODA Training Room)	1:00 PM – 5:00 PM
	<b>Cohort Session 8:</b> Facilitation Facilitator: Michelle Elrod	<b>August 28, 2025</b> Zoom	10:30 AM – 12:00 PM

<b>September</b>	<b>Cohort Session 9:</b> EDGE Final Project Presentations	<b>September 9, 2025</b> SSB 121-W, 1967-69	10:30 AM – 12:00 PM
	<b>Cohort Session 10:</b> Career Development: Panel Talent Acquisition Facilitator: Andy Handy	<b>September 25, 2025</b> SSB 121-W, 1967-69	10:30 AM– 12:00 PM